

Appendix 5

MAC Group Support Organization & Duties

Responsibilities of MAC Group Support Organization:

- ♦ Gather and Prepare Information.
- ♦ Present Information.
- ♦ Facilitate MAC Group Meetings.
- ♦ Identify Issues and Make Recommendations.
- ♦ Document.
- ♦ Implement Decisions.

Support Organization and Duties:

MAC Coordinator:

- ♦ Identifies issues needing MAC Group attention.
- ♦ Obtains appropriate intelligence information necessary to support MAC activities.
- ♦ Insures sufficient staff is available to support MAC Group Activities.
- ♦ Ensures adequate and timely identification of specialists needed to support MAC activities.
- ♦ Facilitates MAC Group meetings.
- ♦ Documents MAC decisions.
- ♦ Distributes MAC decisions.
- ♦ Maintains permanent records of MAC activities.
- ♦ Supervises the support staff.
- ♦ Approve information being released for the media.

Situation Status Function (Situation Unit Leader):

- ♦ Request and collect status information from incidents or incident support organizations.
- ♦ Maintain incident situation status on all incidents, which are MAC Group responsibilities.
- ♦ Maintain information on current and predicted weather conditions in fire activity locations and for areas with potential for fire activities.
- ♦ Summarize data.
- ♦ Obtain highlights on any significant or sensitive information, i.e., aircraft accidents, personal injuries, etc.
- ♦ Prepare and keep updated maps of incidents.
- ♦ Develop or obtain projections on fire behavior and potential activity.
- ♦ Post information on displays.
- ♦ Participate in MAC Group meetings as necessary.
- ♦ Source of Information: Incident 209's, Incident planning function, incident support organization, fire information network, regional and national situation reports, and SWCC support organization.

Appendix 5

Resource Status Function (Resource Unit Leader):

- ♦ Maintain current information on the status of personnel and equipment committed to incidents and or available for assignment.
- ♦ Identify both critical and excess resources.
- ♦ Provide resource summary information to Situation Function as requested.
- ♦ Participate as needed in MAC Group meetings.
- ♦ Source of Information: Incident 209's, Incident planning function, incident support organization, fire information network, regional and national situation reports, and SWCC support organization.

Documentation Function (Staff Support Specialist):

- ♦ Maintain and monitor filing system of MAC Group activities and outputs.
- ♦ Establish duplication service and respond to request.
- ♦ Retain, duplicate, and file copies of official forms, reports, and other assigned outputs.
- ♦ Accept, distribute, and file reports and forms submitted to unit.
- ♦ Check accuracy and completeness of records submitted and distributed.
- ♦ Source of Information: MAC Group meetings, MAG Group Support Organization, Incident Support Organization, Incidents, and Fire Information Network.

Fire Information Function (Information Unit Leader):

- ♦ Prepare and release summary information to news media and participating agencies.
- ♦ Assists news media that visit the MAC Center and provide information on its function.
- ♦ Assist in arranging new conferences, briefings, preparing informational materials, etc, when requested by MAC Group or MAC Coordinator.
- ♦ Coordinate all matters related to public affairs (VIP tours, etc.). Act as the escort for agency tours and contacts when appropriate.
- ♦ Supervises the website coordinator and provides information to be placed on the MAC Group website.
- ♦ Source of Information: Incident 209's, MAC Group Briefings, MAC Group Support Group, Information Officer on incidents, incident support organization, NICC reports, agency/state/regional reports, news media, rumor tracking.

Tactical or specific operational information will not be released or any other information that might be sensitive from an agency standpoint. All information must be confirmed and approved for release by the MAC Group Coordinator and/or Agency Administrator.